Timetables Admin Guide

March 2023

Contents

Overview

Sentral's Timetables module depends entirely on the existence of a timetable package. Your school may use one of the following timetable packages to allow period by period allocation of staff, rooms and classes:

- Edval
- FirstClass
- School Edge
- Timetabler (most current version).

These are the main timetable packages with which Sentral integrates. These packages allow optimum integration in the Cloud due to their LISS (Lightweight Interoperability Standard for Schools) standard compliance.

> **Note:** *Refer to the appendix section of this guide for information on other packages. If your school is using a different package, contact Sentral Help Centre (* ⑦ Help *) to check if it is supported.*

Disclaimer

This document is a guide only, and Sentral accepts no liability for your configuration of the software.

Product versions

Your school will have one of the products listed in the Feature availability table below – with the main difference being the Classic versus Indigo user interface. Some differences exist between product versions. These differences are described at a feature level in this guide.

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Timetable	■	■	■	■

Permissions

Overview

Administration of this module is usually assigned to a select group of staff with access to all the functionality in the module. Your school is responsible for applying access levels for staff that determines the actions they can perform in the module.

There are two main scenarios:

- Your school is new to Sentral
- Your school already uses Sentral, and existing access levels are in place.

New Sentral customer

Use your Global Admin account to apply Timetables Admin permissions to selected staff. If required, configure the access levels further to control the actions they can perform in the module.

For details, refer to the following guides in the Help Centre:

- Admin Guide – Induction for New School
- Admin Guide – Setup

- Admin Guide – Getting Started with Sentral.

Existing Sentral customer

Check the configuration already in place. It may not be out-of-the-box.

For details, refer to the following guides in the Help Centre:
- Admin Guide – Induction for New School
- Admin Guide – Setup
- Admin Guide – Getting Started with Sentral.

Access

To access Timetables from the Sentral home screen:

Select the menu icon (⁝⁝⁝) and choose Timetables.

Select ⚙ Setup and choose Timetables Setup.

Considerations

Timetable source

Action

Understand your school's timetable package. View the timetable source.

Select ⚙ Setup and choose Data Synchronisation. Select Data Sources and choose Timetable Data.

Reason

The timetable package your school uses, and whether it is LISS compliant, affects the configuration steps.

Synchronisation options

Action

Understand your school's timetable package and what it means for data synchronisation. Decide which of these options best suits your school's situation:
- Configure Timetable package to push changes to Sentral.
- Configure the Sentral Timetable module according to a Synchronisation Schedule.

Reason

Synchronisation is required for the Timetable module to accurately reflect what is set up in your school's timetable package.

Student and teacher code mapping

Description

Student Code Mapping and Teacher Code Mapping allows you to map codes to the IDs used in the administration system (and thus the rest of Sentral). This can be useful if the timetable package your school uses does not use IDs for Teachers and/or Students.

Action

Understand your school's timetable package. Check if the timetable package your school uses offers the ability to add student and staff codes directly into that system.

Best practice

Use IDs for both teachers and students in the timetable package your school uses and push through synchronisation to Sentral.

Reason

Linking codes directly in Sentral when this option already exists in your timetable package can create data errors.

⚠️ **Warning:** *You should only use this functionality in Sentral if you are using a timetable package that does not have this functionality.*

Multi-Grid

Action

If your school has multiple campuses, consider if you need to use Multi-Grid. This is two timetables per school. If Edval is your timetable package, determine if you're using multi-grid or multi-file.

Reason

This might suit your school's situation if you have multiple campuses but share Sentral across all campuses.

If Edval is your timetable package, our Sentral support agents need this information.

Best practice

Only use Multi-Grid if your school has a real requirement to support separate timetable grids within Sentral.

Portal integration

Action

Review the Timetable settings in the Portal Console.

Select the menu icon (⋮⋮⋮) and choose Portal Console. Select ⚙ Setup and choose Portal Console Setup.
- Select General in the left menu and choose Settings. Expand Other Module Settings and specify the Daily Timetable setting.
- Select General in the left menu and choose Access Controls. Select Parents. Expand Manage Portal Access and specify the Timetables setting that controls if parents can access student timetable.
- Select General in the left menu and choose Access Controls. Select Students. Expand Manage Portal Access and specify the Timetables setting that controls if students can access student timetable.

Reason

These settings determine if timetables are visible in the Portal. They also control student and parent access to timetables.

Arrange timetable package integration

Overview

Your school's timetable package determines the configuration steps you need to follow. There are three main scenarios:
- **Scenario one**

Your school is new to Sentral, is being onboarded, and you have a timetable package that you want to integrate.

- **Scenario two**

    Your school is using Sentral and you want to change to a different timetable package.

- **Scenario three**

    You school is new or existing, and you're not using a timetable package, and you want to get your timetable uploaded to Sentral as an Excel file.

LISS compliance

LISS compliance determines the degree of backend configuration required by Sentral's support team. There are several different timetable packages, and what you can do with each package varies.

- If your school's timetable package is LISS compliant, Sentral works with you to do some backend configuration and connect to LISS, which is an API. Once Sentral completes this backend configuration, you don't need to do anything else in Sentral. You do all further timetable configuration in in the timetable package.

    This applies for timetable packages such as Edval and the most current version of Timetabler.

- If your school's timetable package is not LISS compliant, then Sentral works with you to do some initial configuration and then you might have to do some more setup within the Sentral Timetables module.

    This applies for older versions of Timetabler and other packages that are not LISS compliant.

To request configuration of your timetable package

1. Confirm the timetable package your school is using.

    This determines what Sentral does for you, whether you make changes within the Timetables | Settings screen or whether you prepare an Excel file separately and upload it.

2. Determine if your school's timetable package has additional configuration options affecting how the timetable displays. See in the Appendix section of this guide.

    This lists all the configuration options for all possible timetable packages.

3. Contact Sentral Help Centre ⑦ Help .

    — Include details about the timetable package your school is using.

    — (Depending on the timetable package) Include access and location details pertaining to where the required data files are on your school's main server.

    — Include details about the additional display options that require additional backend configuration. These are extra settings that you can't change yourself but that our support agents can change in the backend.

    — Advise whether you're new to Sentral or an existing customer changing to a different timetable package.

    — If your school is using Sentral XLSX because you don't have a timetable package, request information about the format required for the file that you upload when complete.

    — (MT version) If you're a school with multiple campuses using Edval, specify whether you're using multigrid or multi-file.

4. Submit your ticket.

To change synchronisation source

1. Select the menu icon (⠿), and then under Scheduling, choose Timetables.

2. Select ⚙ Setup and choose Timetables Setup.

3. In the right pane, view the information under Synchronisation Source.

    This information includes that timetable source, remote system details, and settings.

4. To change the settings, raise a ticket with the Sentral Support Centre.

Timetable settings

Overview

Use the information in this section to set the synchronisation schedule, teacher name display preferences, set up flexible timetabling parameters and enable additional code mapping if required.

To configure timetable settings

Specify student/teacher code mapping

1. Select the menu icon (⣿), and then under Scheduling, choose Timetables.
2. Select ⚙ Setup and choose Timetables Setup.
3. Specify the setting for Teacher Code Mapping.
   — Enable Mapping – select this option if your school's timetable package has functionality for teacher and student IDs. This pushes synchronisation through to Sentral.
   — Disable Mapping – select this option if your school's timetable package doesn't have teacher and student ID functionality.
4. Specify the setting for Student Code Mapping.
   a. Enable Mapping – select this option if your school's timetable package has functionality for teacher and student IDs. This pushes synchronisation through to Sentral.
   b. Disable Mapping – select this option if your school's timetable package doesn't have teacher and student ID functionality.
5. Select Save.

Specify synchronisation schedule

1. First, complete the steps in [Specify student/teacher code mapping](#)
2. Check the on-screen message displayed in the Synchronisation Schedule section.
   a. If your school's timetable package syncs to Sentral using LISS, you'll see a message 'Your timetable pack is configured to push data directly to Sentral, so no synchronisation is necessary'.
   Continue to the next section.
   b. If additional configuration is required for your school's timetable package, schedule options display.
   Select a synchronisation option.
3. Select Save.

Specify timetable display preferences

1. First, complete the steps in [Specify student/teacher code mapping](#) and [Specify synchronisation schedule](#)
2. Review the on-screen explanations for display preferences.
3. Specify settings for teacher display name, class link, substitutions, period time display.
4. Select an option for Timetable Campuses:
5. Select Enabled if your school is using Multi-Grid timetabling.
6. Select Save.

Specify remote settings (if required)

> 💡 **Tip:** *Your school's timetable package may mean that you see fields you can edit in this section. If you need to update this information and you're not sure what to do, please contact Sentral Help Centre* [⑦ Help] *for assistance.*

1. First, complete the steps in [Specify student/teacher code mapping](#), [Specify synchronisation schedule](#) and [Specify timetable display preferences](#)

2. Update any of the following:
   — Transport option
   — Path (file path)
   — Share (share path).

   Alternatively, contact Sentral Help Centre ( ) for assistance.

3. Contact Sentral Help Centre ( ) to update any of the following:
   — Password
   — IP address
   — Other details.

4. Select Save.

Specify students locator settings

1. First, complete the steps in [Specify student/teacher code mapping](#), [Specify synchronisation schedule](#), [Specify remote settings](#) (if required) and [Specify timetable display preferences](#)

2. Select Portrait or Landscape for the layout.

3. Select options for the period cell width and font size.

4. Select Save.

Specify import of non-academic classes when syncing data

1. First, complete the steps in [Specify student/teacher code mapping](#), [Specify synchronisation schedule](#), [Specify remote settings](#) (if required), [Specify timetable display preferences](#) and [Specify students locator settings](#)

2. Select whether to import non-academic classes when syncing timetable data.

3. Select Save.

Cycle start weeks

Overview

If your school runs a 2-week timetable cycle, use the information in this section to configure whether the start of each term is an 'A' week or 'B' week.

> **Note:** *If you only use a single week cycle or a rolling schedule, these settings are ignored.*

Best practice

Best practice shows that schools work on a 2-week cycle as defined by your timetable package.

To configure cycle start weeks

1. Select the menu icon (⠿), and then under Scheduling, choose Timetables.
2. Select ⚙ Setup and choose Timetables Setup.
3. Select Cycle Start Weeks in the left menu.
4. Specify default term start behaviour – whether to resume with the next week in the cycle or start the cycle again based on the default cycle start week.
5. Specify default term cycle start week – whether to start with 'A' or 'B' week.
6. Specify individual term start behaviour.
7. Select Save.

Flexible timetabling

Overview

Use the information in this section to configure flexible timetabling privileges, excluded class types/names considered in determining first/last periods, and manage individual student permissions. This allows you to permit students in particular years to arrive later to school when they have free periods and leave early if they have finished their last class for the day.

> **Tip:** *The range of options available here are determined by the way the timetable is structured in your school's timetable package.*

To configure flexible timetabling

1. Select the menu icon (⋮⋮⋮), and then under Scheduling, choose Timetables.
2. Select ⚙ Setup and choose Timetables Setup.
3. Select Flexible Timetabling in the left menu.
4. Under Availability Rules, select options to suit your school's situation.
   a. Specify the rule for flexible timetabling.
   b. Specify the rule for flexible arrivals.
   c. Specify the rule for flexible departures.
5. Under Class Inclusions, specify the class period types to include.
6. Under Class Exclusions, select options to suit your school's situation.
   Classes with the selected period types will not have any roll marking impact when added to this option.
   a. Specify the period type to ignore.
   b. Specify the class type to ignore.
   c. Type class name patterns to ignore – separated by a comma.
      Refer to the on-screen instructions for how to use wildcards to define the list of patterns. For example, 1?-RC*, 12STU*.
7. Under Messaging:
   a. Specify whether to skip sending notifications for students who are not later according to their flexible timetables.
   b. Select Save.
8. Under Manage Student Flexible Timetable Permission, select whether to enable individual student selection.
9. If you enabled this option, under Manage Student Flexible Timetable Permission, select View Manual Selections.
   The Manual Selections screen displays.
   a. Choose the Year.
   b. Select students with parental permission for flexible timetabling arrangements, and select Set Allowed.
   c. Select students who have not received parental permission for flexible timetabling arrangements and select Set Not Allowed.
   d. Repeat for applicable Years.
   e. Select Back to Flexible Timetabling.
   f. Select Save.

Student unavailabilities

Overview

Use the information in this section to manage the date and time of when students are unavailable for lessons.

> **Note:** *This information is overlaid on top of the student timetables.*

To manage bulk student unavailabilities

1. Select the menu icon ( ), and then under Scheduling, choose Timetables.
2. Select ⚙ Setup and choose Timetables Setup.
3. Select Student Unavailabilities in the left menu.
4. Select Bulk Student Unavailabilities.
5. Under Bulk Student Unavailability:
    a. Specify the date range.
    b. Specify the frequency.
    c. Specify the start and end time.
    d. Select an action – whether to Insert, Overwrite or Remove the selected students.
6. Under Students, use the filter options to select students.
7. Select Submit.

To edit student unavailabilities

1. Select the menu icon ( ), and then under Scheduling, choose Timetables.
2. Select ⚙ Setup and choose Timetables Setup.
3. Select Student Unavailabilities in the left menu.
4. In Student Unavailabilities, select one or more students, and select Edit.
5. In Edit Student Unavailabilities:
    a. Select a checkbox next to Date, Start Time or End Time.
    b. Update the relevant value and select Save.

To remove student unavailabilities

1. Select the menu icon ( ), and then under Scheduling, choose Timetables.
2. Select ⚙ Setup and choose Timetables Setup.
3. Select Student Unavailabilities in the left menu.
4. In Student Unavailabilities, select one or more students, and select Remove.
5. Select OK to confirm.

Data matching issues

Overview

Use the information in this section to view any errors that occurred during matching data from your school's timetable package with the Admin system/Sentral data.

To manage data matching issues

1. Select the menu icon (⋮⋮⋮), and then under Scheduling, choose Timetables.

2. Select ⚙ Setup and choose Timetables Setup.

3. Select Data Matching issues in the left menu.

    A message displays to indicate the status of data matching with your school's timetable package.

    — If there are no errors, you see a message like this one…

      Timetables did not detect any problems with links between your timetable data and the administration system. This means you should not encounter any issues with students or staff classes not linking correctly.

    — If errors are listed, view the details, and fix the issue in your school's timetable package.

Teacher mappings

Overview

If you enabled Teacher Mapping in Settings, this section allows you to define mappings between the teacher IDs used in your school's timetable package and those in the Admin system.

> ⚠ **Warning:** *You should only use this functionality in Sentral if your school uses a timetable package that does not support adding staff IDs. Linking codes directly in Sentral when this option already exists in your timetable package can create data errors.*

To view existing mappings and unknown teacher IDs

1. Select the menu icon (⋮⋮⋮), and then under Scheduling, choose Timetables.

2. Select ⚙ Setup and choose Timetables Setup.

3. Select Teacher Mappings in the left menu.

4. View teachers listed under existing teacher mappings.

5. View teachers listed under Unknown Teacher IDs.

    This list includes any teachers who could not be linked to the admin system and may require mapping.

    Best practice: Use IDs for teachers in the timetable package your school uses and push through synchronisation to Sentral.

6. To check the teacher's staff ID and linkage to your school's administration system:

    a. Select ⚙ Setup and choose Manage User Accounts.

    b. Select Edit next to a user to check if they're linked to your school administration system.

    c. In User Details:

        i. View the status message, which should start with…The user is linked to the following staff member in your school administration system.

      ii.   View the External ID.

     iii. If required, add a link to their staff ID.

     iv. Select Save.

Student mappings

Overview

If you enabled Student Mapping in Settings, this section allows you to define mappings between the student IDs used in your timetable package and those in your administration system.

> ⚠️ **Warning:** *Most schools do not require this. You should only use this functionality in Sentral if you are using a timetable package that does not have this functionality. Linking codes directly in Sentral when this option already exists in your timetable package can create data errors.*

1. Select the menu icon (⚬⚬⚬), and then under Scheduling, choose Timetables.

2. Select ⚙ Setup and choose Timetables Setup.

3. Select Student Mappings in the left menu.

4. View students listed under existing student mappings.

5. View students listed under Unknown student IDs.

    This list includes any students who could not be linked to the admin system and may require mapping.

    Best practice: Use IDs for students in the timetable package your school uses and push through synchronisation to Sentral.

6. Check students have the correct Student ID against their name. It needs to match their enrolment information for the PxP Class Rolls and Sentral Reports and Markbook linking.

Class mappings

Overview

If you have requested Sentral to enable this function, this section allows you to link classes in your school's timetable package to classes in Sentral's Administration system when these classes do not have the same IDs.

This is useful in the scenario where you cannot reasonably change the IDs of the classes, where the data in the Administration system is required for such things as student class lists.

1. Select the menu icon (⚬⚬⚬), and then under Scheduling, choose Timetables.

2. Select ⚙ Setup and choose Timetables Setup.

3. Select Class Mappings in the left menu.

    Class Mappings is not enabled by default. If you require the Class Mappings to be enabled, contact

    Sentral Help Centre ⓘ Help for assistance.

Period times

Overview

Use the information in this section to configure the start times for the corresponding periods that have been imported from the timetable package.

> **Tip:** *This is necessary if you want to use period by period (PxP) roll marking.*

1. Select the menu icon (⠿), and then under Scheduling, choose Timetables.
2. Select ⚙ Setup and choose Timetables Setup.
3. Select Period Times in the left menu.
4. View the timetable periods listed.
5. Specify the start times.
   (Optional) Use the copy function to copy times from another day.
6. Select Save.

Campuses

Overview

Use the information in this section if your school has two timetables running within a school. For example, multiple campuses, or primary and secondary.

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Campuses menu option			■	■

Single timetable

A single timetable structure or 'Super Grid' needs to be set up with the campus identifier prefixed to the timetable period names.

Example: HPeriod1 = High School Period 1; PPeriod1 = Primary School Period 1.

If the campus identifier includes any separating characters like an underscore or hyphen, these will need to be included in the ID as well.

Example: ID for H_Period1 = H_

Multiple timetables

Two or more timetables each representing a separate campus. In this scenario, files need to be synced using separate user accounts, and the campus data is sent as part of the published timetable files.

Edval

If Edval is your timetable package, determine if you're using multi-grid or multi-file. If you plan to use multi-grid, contact Sentral Help Centre [⑦ Help] for advice before proceeding. Sentral completes some backend configuration for you, and they also need to know information such as what your default campus is going to be.

To configure campuses

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Campuses menu option			■	■

Overview

Use the information in this section to define how many campuses you're going to have and where that data is going to come from.

Before you begin

Contact Sentral Help Centre [⑦ Help] for advice. If Edval is your timetable package, our support staff need to know if you're using multi-grid or multi-file. They also need to know which campus is going to be your default campus.

- (ST version) Sentral Help Centre needs to set this up for you.
- (MT version) You have the option to configure this for your school.

To add a campus

1. Select the menu icon (⋮⋮⋮), and then under Scheduling, choose Timetables.
2. Select 🔅 Setup and choose Timetables Setup.
3. Select Settings in the left menu. Confirm that the Timetable Campuses setting is enabled.
4. Select Campuses in the left menu.
5. Specify whether to import a single timetable structure or multiple timetables.
   If you're not sure, review these topics: Single timetable, Multiple timetables, and Edval.
6. Select Add campus.
7. In Create Campus:
   a. Enter a name for the campus.
   b. Enter the campus ID, ensuring that it matches the campus identifier used in your timetable package.
   c. Select Save.

To edit a campus

1. Select the menu icon (⋮⋮⋮), and then under Scheduling, choose Timetables.
2. Select 🔅 Setup and choose Timetables Setup.
3. Select Settings in the left menu and choose Campuses.
4. Under Campuses, select Edit next to a campus.
   The Edit Campus screen displays.
5. Do any of the following:

     a.   Update the campus name.

     b.   Update the campus ID.

     c.   Select Save.

To delete a campus

1. Select the menu icon (⋮⋮⋮), and then under Scheduling, choose Timetables.

2. Select ⚙ Setup and choose Timetables Setup.

3. Select Settings in the left menu and choose Campuses.

4. Under Campuses, select Delete next to a campus.

5. Select OK to confirm.

Import NESA (BOSTES) courses

Overview

Use the information in this section to import NESA (BOSTES) courses into Timetables via a Pipe (|) delimited file.

1. Select the menu icon (⋮⋮⋮), and then under Scheduling, choose Timetables.

2. Select ⚙ Setup and choose Timetables Setup.

3. Select Import NESA (BOSTES) courses in the left menu.

4. Confirm that the file you plan to import matches the format shown:

    15000|Aboriginal Studies

    16150|Accounting

5. Choose the file to be imported.

6. Select Import.

Linking your timetable package to Sentral

Edval

Each time you update the timetable data and want to update Sentral, you need to follow the steps in To complete subsequent updates and sync from Edval to Sentral.

> **Tip:** *You don't need to notify Sentral for synchronisation of your Edval data with Sentral TimeView and PxP Rolls.*

Overview

The following process pushes all timetable data directly from Edval to your Sentral server without requiring Sentral to have anything configured on the server to facilitate this.

To set up LISS synchronisation with Edval

1. Open Edval.
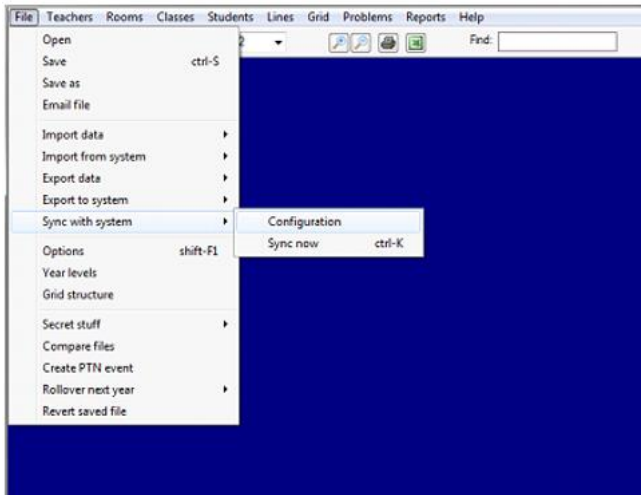
2. Select File, then select Sync with system, and choose Configuration.

   The Synchronisation Configuration screen displays with the System tab selected.
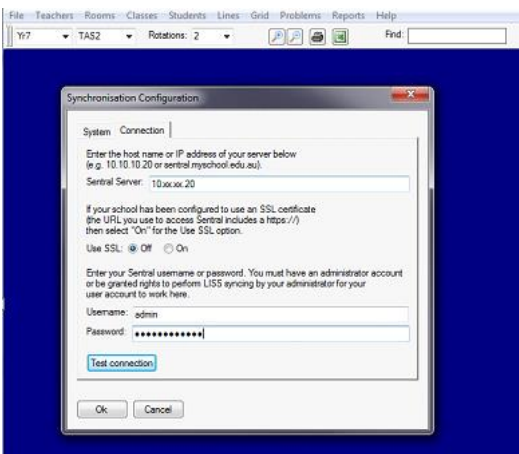
3. Select Sentral from the Which system dropdown list.

4. Select the Connection tab.

5. Enter your Sentral Server's IP Address (usually 10.xx.xx.20).

6. Ensure 'Use SSL' is set to Off.

7. For Username and Password, enter your Sentral global admin username and password.

8. Select Test connection.

   — If the Test comes back Successful, select OK to return to main menu.

   — If the Test comes back Unsuccessful, check that the IP or username and password are correct.
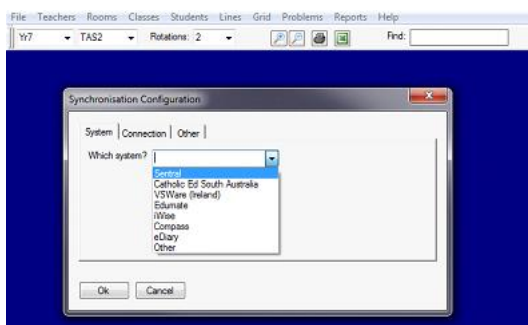
To sync with system (for first-time synchronisation)

1. First, complete the steps in To set up LISS synchronisation with Edval

2. Select File and select Sync with system.

3. Select Sync now (or keyboard shortcut press Ctrl + K).
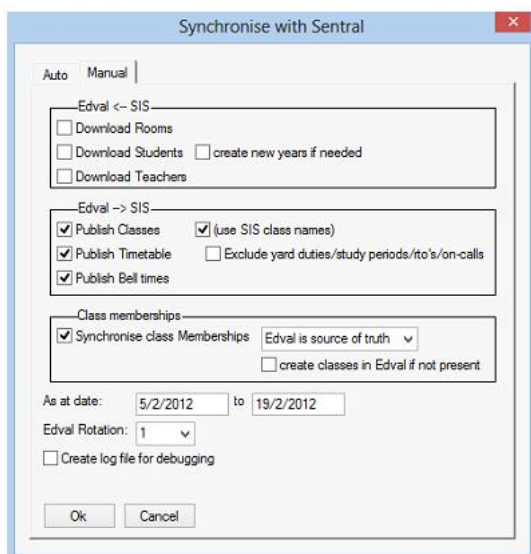
4. Select the Manual tab.
   a. Ensure that all options under the Edval -> SIS are selected.
   b. Ensure that Publish Bell times is selected.
   c. Ensure that the dates are as per your timetable cycle.

> **Tip:** *In future, you only need to do this if your timetable structure or bell-times change.*

To complete subsequent updates and sync from Edval to Sentral

Ready to sync?

Complete this step once you have tested and all is ready for Synchronising with Sentral.

Changed your timetable?

Each time you update the timetable data and you want to update Sentral, you'll need to run through this step.

Using Edval daily?

If you're using Edval daily you'll need to run this in your daily file and timetable. The Daily file only accepts up to two cycles (for example, 4 weeks) at a time, so ensure that the date range is not set to exceed this limit.

Existing room data

Existing room data can be sent to Edval from either the Asset Manager, Resource Booking or Enquiry modules.

To sync now

- Select File, select Sync with system, and choose Sync now (or keyboard shortcut press Ctrl + K).
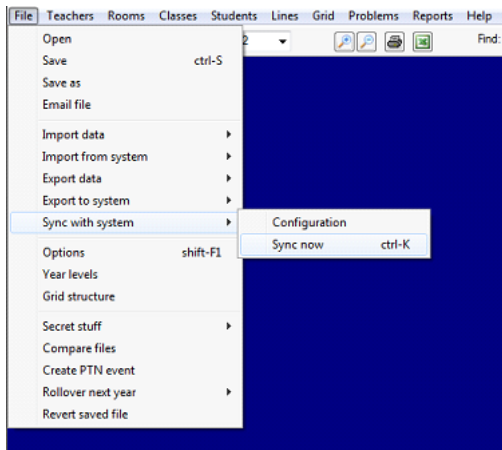
SchoolEdge

Overview

SchoolEdge Timetable software pushes data to Sentral using the LISS web API.

To set up SchoolEdge for the new school year, you need to publish the new timetable structure for the year so that the timetable syncs and displays.

To set up LISS synchronisation with TrueEdge

1. Enter the Sentral URL into SchoolEdge.

   Example

   If your school has an external web address to Sentral https://web1.schoolps.nsw.edu.au), then the URL to enter in SchoolEdge would be https://web1.schoolps.nsw.edu.au/rpc/liss

2. Confirm Sentral user account.

   The user account to use – any Sentral user account that has Administrator level rights into the Sentral Timetables module.

   a. In Sentral, select ⚙ Setup and choose Data Synchronisation. Select Data Sources and choose Timetable Data.

3. Check the timetable source is set to LISS. If the timetable source has not yet been set, contact Sentral Help Centre ⑦ Help to change this across.

4. Refer to SchoolEdge for further information on completing the sync process via LISS.

Timetabler

Overview

Your version of Timetabler determines the configuration steps required.

- Current version of Timetabler is LISS compliant
- Earlier versions of Timetabler may require additional configuration steps. Refer below.

To prepare for integration with Sentral

1. In Timetabler, complete a General Access Save.

2. Contact Sentral Help Centre ⑦ Help to advise the file path for the folder with the General Access Save files. Filenames of the data files Sentral requires are:
   — NDayNames.txt...
   — NParamTT.txt...
   — NTRTimeT.txt...

- — NTeachCF.txt...
- — NRoomCF.txt...
- — NCorsDet.txt...
- — NYardDuty.txt...
- — NMeeting.txt...
- — NPupils.Txt...
- — NStudClass.txt...

3. Provide the Sentral Help Centre **⑦ Help** with the following information:
   - — Windows/Netware/Mac OS X Server IPAddress
   - — Windows/Netware Server Name
   - — Share Name
   - — Path to the folder where the N* named files are saved
   - — Username
   - — Password.

Appendix A: More about multi-grid

Overview

For multi-grid to work properly, the timetable source application must support multi-grid in one of two ways:

- Single timetable mode
- Multi timetable mode.

Edval terminology

Multi file and multi-grid are Edval specific terms.

If you're an Edval user:

- Multi file means you have two different Edval instances set up, and sync in those files separately.

  On our end, Sentral converts this to standard multi-grid.

- Multi-Grid means you have a standard Edval single file 'multi-grid' timetable publishing that creates multiple timetables.

Other timetable packages

All other timetable packages just have the normal 'multi-grid' option.

Single timetable mode

Prefix period with a letter to indicate which periods belong to one campus and which periods belong to another campus. For example, H_Period1, H_Period2, J_Period1.

Using this method, all campus timetables are uploaded in the one upload. This is referred to in Sentral as **single timetable mode**.

Multi timetable mode

Using this method, Sentral will need to be set up with the campus codes used in the timetables file. Assigning your own campus codes will not work.

No period prefix, but instead, each timetable upload represents a campus.

Using this method, the source system will have to pass in a campus value so Sentral knows which campus to attach the timetable data to. This is referred to in Sentral as **multi timetable mode** as multiple uploads are required, one for each campus.

Sync from Timetables to Class PxP

Once the data is imported into Timetables, you can configure Class PxP to sync Timetables to Class PxP.

1. Select the menu icon ( ), and then under Attendance, choose PxP
   Depending on your version of Sentral, you may see this displayed as Class PxP.
2. Select Setup and choose PxP Setup.
3. Select Setup in the left menu and select Timetable/Period Setup.
   The Period Setup screen displays.
4. In the right pane, under Importers, select Import from Timetables.
5. In Import from Timetables, select Save.
   This imports the period structure from Timetables into PxP.
   For more, see the PxP Admin Guide.

Configurable per tenant (school)

Multi-Grid is configurable per tenant (school). It is enabled in Timetables | Setup | General Settings section.

See the Specify timetable display preferences section in this guide.

Once Multi-Grid is enabled, Campuses are managed via Timetables | Setup | Manage Campuses section.

See the Campuses section in this guide.

Timetables displays Campus tabs that you use to toggle between each campus. A student, class or teacher will have a default campus assigned based on the number of periods that are associated to each campus.

If you can't see these options in Setup, refer to your Sentral Administrator.

Appendix B: Timetable configuration options

Different timetable packages and their package name for CMD input

Timeview set Timechart CompositeOnDayPeriodTeacher Yes

Timechart can be exchanged with the packages listed below:
- asc
- dowdell
- edsas
- first_class
- sentral_xls
- sm_timetable
- timechart
- timetable.

Table of options

Option	SentralXLS	TimeChart	Timetabler	FirstClass	Edval	Dowdell	EDSAS	ASC	SMTimetable	SchoolEdge
BlockRequirements				■						
CompositeOnDayPeriodTeacher		■	■	■	■					■
ConvertUTF8		■								
CreateAllDayPeriods		■								

Option	SentralXLS	TimeChart	Timetabler	FirstClass	Edval	Dowdell	EDSAS	ASC	SMTimetable	SchoolEdge
CreateDailyMeetings			■							
CreateDailyTimetable				■						
CreateDayPeriodsFromAllocations				■						
DailyTimetableSubstitutions				■						
DayPeriodMappings		■								
DaysInWeek	■									
DayXOrder		■								■
DisableEmptyClasses				■						
IgnoreDays		■								
ImportDailyChanges			■							
ImportEmergencyTeachers				■						
ImportPeriodTimes		■		■						
ImportUnavailabilities			■							
ImportYardDuties			■							

SENTRAL

Option	SentralXLS	TimeChart	Timetabler	FirstClass	Edval	Dowdell	EDSAS	ASC	SMTimetable	SchoolEdge
PeriodXName		■								
PrependYear		■								
ShowTeacherSubstitutions			■							
StripControlCharacters		■								
StripWhitespace		■								

Descriptions

Option	Description	Sample CMD	Applicable for timetable packages
ImportPeriodTimes	Set option to 'No' when the school does not have, for example, TTSTRUCTURE.TXT file (Timechart) available or day_periods.txt file (FirstClass).	timeview set Timechart ImportPeriodTimes No	TimeChart FirstClass
CreateAllDayPeriods	Ensures that all Periods are created for every day of the cycle. Useful when, for example, certain periods are skipped from displaying.	timeview set Timechart CreateAllDayPeriods Yes	TimeChart
StripControlCharacters	Ignores invalid or invisible character symbols surrounding the field data in the txt import files.	timeview set Timechart StripControlCharacters Yes	TimeChart
StripWhitespace	Ignores invalid or invisible character symbols surrounding the field data in the txt import files.	timeview set Timechart StripWhitespace Yes	TimeChart
ConvertUTF8	Export files will be converted from Windows-1252 character set to UTF-8.	timeview set Timechart ConvertUTF8 Yes	TimeChart
PeriodXName NewPeriodName	Ignores invalid or invisible character symbols surrounding the field data in the txt import files.	timeview set Timechart Period1Name NewPeriodName	TimeChart

Option	Description	Sample CMD	Applicable for timetable packages
DayXOrder Day IDs	If the school has days that are different to others in the period structure (for example, Tuesday Recess is period 3 instead of period 4 on Monday), you can reorder the periods for that day using the below command. Note: Day2Order = Tuesday	timeview set Timechart Day2Order 1,2,3,4,5,6	TimeChart
DayPeriodMappings	When for some reason you need to map the Sentral period to a specific period set by the timetable package.	timeview set Timechart DayPeriodMappings "1-5::1-6,1-6::1-7,1-7::1-8,1-8::1-9,1-9::1-10,1-10::1-11,1-11::1-12,1-12::1-13"	TimeChart SMTimetable
PrependYear	Required when a school has classes that do not have year level prefixes. This allows changes e.g. ENG1 -> 10ENG1. This is also required when multiple classes per period are displayed.	timeview set Timechart PrependYear Yes	TimeChart
CompositeOnDayPeriodTeacher	Making composite classes on Timetables and by extension PxP. Only works when the classes fall on the same **period**, same **teacher** and same **room**.	timeview set Timechart CompositeOnDayPeriodTeacher Yes	TimeChart Timetabler FirstClass LISS - as of SEN-11892
DailyTimetableSubstitutions	When you need daily substitutions to work. Requires FirstClass CreateDailyTimetable set to Yes.	timeview set FirstClass DailyTimetableSubstitutions Yes	FirstClass
CreateDailyTimetable	Enable Daily Timetabling. The setting is only applicable for FirstClass.	timeview set FirstClass CreateDailyTimetable Yes	FirstClass
ImportUnavailabilities		timeview set Timetabler ImportUnavailabilities Yes	Timetabler
ImportDailyChanges	This file must be available in order to import daily variations (timetabler) – daily_organiser.dof9	timeview set Timetabler ImportDailyChanges Yes	Timetabler
ImportYardDuties	Import yard duties in Timetables. Applicable for Timetabler.	timeview set Timetabler ImportYardDuties Yes	Timetabler
ShowTeacherSubstitutions		timeview set Timetabler ShowTeacherSubstitutions Yes	Timetabler
DisableEmptyClasses	Disables any empty classes.	timeview set FirstClass DisableEmptyClasses Yes	FirstClass

Option	Description	Sample CMD	Applicable for timetable packages
BlockRequirements		timeview set FirstClass BlockRequirements Yes	FirstClass
CreateDayPeriodsFromAllocations	This setting ensures that Sentral will print double periods (for example, P1 and P2 having the same class) in Sentral Timetables instead of just printing the 1st period.	timeview set FirstClass CreateDayPeriodsFromAllocations Yes	FirstClass
ImportEmergencyTeachers		timeview set FirstClass ImportEmergencyTeachers Yes	FirstClass
IgnoreDays Day	For schools that might not have the normal 5 days per week for timetables, enables certain days of the week to be ignored.	timeview set Timechart IgnoreDays Wed,Thurs	TimeChart
DaysInWeek	For schools that use SentralXls, the days in a week can be adjusted to 10 to work off Sentral's WeekA and WeekB.	timeview set SentralXls DaysInWeek 10	SentralXls
CreateDailyMeetings	For schools that have daily meetings data sent to Sentral, this configuration is required to show the meeting on timetables.	timeview set Timetabler CreateDailyMeetings Yes	Timetabler